

## PRESIDIO OF MONTEREY'S PROCEDURE FOR CONTROL OF RECORDS

<b>Procedure: The Presidio of Monterey's</b> Procedure for control of records.			
<b>Document Owner:</b> EMS Management Representative, Plans, Analysis, and Integration Office (PAIO) – <b>The Presidio of Monterey (POM)</b>		<b>Review:</b> EQCC	
		<b>Date:</b> 14 Dec 05	
<b>Update Requirements:</b> The <b>Presidio of Monterey's</b> EMS Management Representative shall maintain this procedure and review it annually. This document and its revisions shall remain current for no more than one year from the effective date. The EMS Management Representative must maintain a log of document history with this procedure.			
<b>Revision Information</b>			
<b>Status</b>	<b>Revision</b>	<b>Effective Date</b>	<b>Revision Summary</b>
Baseline Procedure	1.0		None

### A. PURPOSE

- 1) To define and maintain a system that will ensure orderly identification, maintenance and disposition of records that document EMS operation and performance at the U.S. Army Presidio of Monterey.

### B. SCOPE

- 1) This procedure is written to address the criteria established by **Section 4.5.4 of ISO 14001:2004**.

### C. DEFINITIONS

- 1) **Document** – Information and its supporting medium
- 2) **Record** – Document stating results achieved or providing evidence of activities performed

### D. PROCEDURE

- 1) EMS records are collected and stored in the appropriate areas. A list of appropriate EMS records is included in the EMS Records Log (POM-EMS-PR-4.5.4A), but is subject to change based on the needs of POM.
- 2) EMS records must be legible, identifiable based on instructions indicated in the EMS Records Numbering Matrix (POM-EMS-PR-4.5.4B) and traceable to the activity, product or service involved.

- 3) EMS records are stored and maintained in such a way that they are readily retrievable and protected against damage, deterioration or loss; in accordance with AR-25-400-2 Army Records Information Management System (ARIMS).
- 4) EMS records are retained for, at a minimum, the period specified in the EMS Records Log (POM-EMS-PR-4.5.4A).
- 5) The EMS Records Log is provided to the EQCC for review in accordance with POM-EMS-PR-4.6 (Management Review Procedure).
- 6) The EQCC reviews the EMS Records Log (POM-EMS-PR-4.5.4A) in accordance with POM-EMS-PR-4.6 (Management Review Procedure) to ensure that all appropriate records are included.

## **E. RESPONSIBILITIES**

- 1) EMS Management Representative (EMSMR)
  - a. Ensures that EMS records are maintained as detailed in sections D.1 – D.4 of this procedure.
  - b. Manages EMS records sent by Directorate/Tenant Command Heads, CFT and other parties as applicable.
  - c. Provides the EMS Records Log to the Environmental Quality Control Committee (EQCC) for review in accordance with POM-EMS-PR-4.6 (Management Review Procedure).
- 2) Environmental Quality Control Committee (EQCC)
  - a. Reviews the EMS Records Log provided by the EMSMR in accordance with POM-EMS-PR-4.6 (Management Review Procedure).
- 3) Directorate/Tenant Command Heads
  - a. Ensures that other EMS records are sent to the EMSMR.

## **F. ATTACHMENTS**

- 1) EMS Records Log (POM-EMS-PR-4.5.4A)
- 2) EMS Records Numbering Matrix (POM-EMS-PR-4.5.4B)

**Attachment A. EMS Records Log (All Records Retained for Minimum of 3 Years)**

<b>Record ID Series</b>	<b>Record</b>	<b>Status</b>	<b>Completion Date</b>
<b>POM-EMS-AW-001</b>	Aspect identification worksheets		
<b>POM-EMS-OR-001</b>	Environmental Objectives and Targets Record		
<b>POM-EMS-OW-001</b>	Environmental objectives target action plan worksheets		
<b>POM-EMS-EX-001</b>	Explanation for not setting an objective for a significant aspect		
<b>POM-EMS-TR-001</b>	Training records		
<b>POM-EMS-CL-001</b>	EMS Communication Log		
	Copies of any relevant communications		
<b>POM-EMS-BR-001</b>	EMS brochures		
<b>POM-EMS-EA-001</b>	Environmental regulatory compliance audits (performance assessments)		
<b>POM-EMS-RR-001</b>	Reports to regulatory agencies including, but not limited to, spill reports, environmental monitoring reports, etc.		
<b>POM-EMS-RL-001</b>	Document control revision log		
<b>POM-EMS-OL-001</b>	Operational control procedure log		
	Monitoring data		
	Calibration records		
<b>POM-EMS-ER-001</b>	Environmental performance quarterly reports		
<b>POM-EMS-CF-001</b>	Corrective action request forms		
<b>POM-EMS-CAL-001</b>	Corrective action tracking log		
<b>POM-EMS-PF-001</b>	Preventive action request forms		
<b>POM-EMS-PL-001</b>	Preventive action tracking log		
<b>POM-EMS-EL-001</b>	Environmental records log		
<b>POM-EMS-AF-001</b>	EMS audit forms		
<b>POM-EMS-AS-001</b>	EMS audit schedules		
<b>POM-EMS-AR-001</b>	EMS audit reports		
<b>POM-EMS-MF-001</b>	Management review forms		
<b>POM-EMS-RT-001</b>	EMS Roles & Responsibilities Table		

## Attachment B. EMS Records Numbering Procedure & Matrix

### Procedure Summary:

Presidio of Monterey numbers all EMS records using the following process:

- All document numbers follow the included format: POM-EMS-**XX-001 – 999**
  - **XX**: Identifier for type of record and recording mechanism
    - For example: an Aspect Identification Worksheet would be numbered POM-EMS-AW-001 for A = Aspects and W = Worksheet; the Corrective Action Request Form would be numbered POM-EMS-CF-001 for C = Corrective Action and F = Form.
  - Two letters are used in an effort to simplify the numbering process, but additional identifying letters may be used if necessary to differentiate record files.
  - **001**: Identifier for record number
    - Since records will be managed based on the order of their development and completion, they are numbered in sequential order. The first record developed in a series will be numbered 001, allowing for numbering up to 999 for the series.

### Example Numbering Matrix:

Prefix for all POM Records	Plus Record ID Letters (Type of record + type of form for record)	Number in order of development	Complete Records Number Assigned
POM-EMS-	AW (Aspect Identification Worksheet)	001 – 999	POM-EMS-AW-001
POM-EMS-	AF (Audit Form)	001 - 999	POM-EMS-AF-001
POM-EMS-	EL (Environmental Records Log)	001 – 999	POM-EMS-EL-001